Uf 62-2475

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Deputy Chief, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
24 December 1961	6 January 1962	8	1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED *(e.g., clerical, professional)* AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. *(Do not include Operational Detail)*

An individual from the Comptroller's Office is working

on an overtime basis with an "Eyes Only" Project.

DATE	TYPED NAME AND SIGNATURE OF SUPERVISOR *(if applicable)*	
25X1A9a	**Requested by**	25X1A9a

CONCURRENCE *(if applicable)*	AUTHORIZATION	
TYPED NAME AND SIGNATURE OF DIVISION CHIEF	TYPED NAME	AL
DC/Finance Division	E. R. Saunders, Comptroller	25X1A
DATE CONCURRED	DATE AUTHORIZED	
8 January 1962	12 JAN 1962	

STATINTL
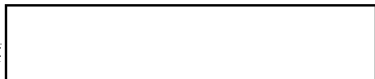
| | | GS-08 |

24 December to 6 January 1962

2235-1400-1000

| 30 December 1961 | 1030 to 1430 | 4 |
| 6 January 1962 | 1030 to 1430 | 4 |

STATINTL

8 hours

8 Jan. 1962

~~SECRET~~

8 January 1962

MEMORANDUM FOR: O/C/Finance

FROM   : Chief, UK[   ]   25X1A

SUBJECT   : Overtime

    Overtime claimed by your employee, detailed to W/A, as shown on the attached Summary Sheet, was authorized and performed. If you wish, you may budget this overtime and periodically submit a statement to us for reimbursement from our Allotment 2235-1400-1000.

[   ]   25X1A9a

                Chief UK/[   ]   25X1A

att.

~~SECRET~~